

ADMISSIONS POLICY

Colchester English Study Centre is a school of English as a Foreign Language and is open to non-native speakers of English aged 16 years and older in open groups (11 and older in closed groups. Individual students who are 16 and over can be accepted in adult classes where the parents give consent), offering a good mix of ages and nationalities throughout the year. Students can join on any Monday of the year (with the exception of Bank Holiday Mondays). We accept students at all levels of English.

Enrolment

Students must complete an enrolment form. This should be sent directly to CESC or to the students' local representative (agent) who will be responsible for all booking arrangements including collection of fees. Non-Europeans should also send a copy of their passport.

Bookings will be confirmed in writing. If required, CESC will provide a letter for a short-term Study Visa to enter the UK.

Payments, Cancellations and Refunds

Payments, cancellations and refunds are covered by our Terms and Conditions of Enrolment.

Accommodation

CESC recommends students live with one of our homestay providers. Bookings normally start on a Sunday. Students should contact the family before coming to Colchester to tell them when they plan to arrive. Information will be given to students about their course when they arrive at their accommodation.

CESC will send details of accommodation to the student before the start of the course. Students must plan to arrive at their accommodation between 08:00 and 22:00. Classes may be scheduled any time between 09:00 and 17:15.

See our **Homestay Accommodation Policy** for more information about accommodation

Testing

To help us to place students in the correct class, students must do an English grammar and vocabulary test on their first day. They will also have a speaking test/interview. Classes begin on the first morning, after we have assessed the student's level of English. The Head of Studies will make the final decision.

More details about course information and booking are on our website:

www.cesc.co.uk